

# Payrollnews

NOVEMBER 2016

## Let DMPS Help You Get Ready for Year-End!

**W**hy wait until December 31st each year to start year-end processing? By taking a few simple steps to prepare, even the most tedious and time consuming payroll tasks will be faster and easier.

At **Data Management Payroll Services**, we like to help our clients get prepared ahead of time with Procedure Checklists and more.

Year-end processing shouldn't take months into the New Year, but with the new W-2 and ACA deadlines, here are some tips to help you get prepared!

W-2s are due to employees by **January 31, 2017**, AND now, W-2 forms must be filed with the same due date for electronic and paper filing to the IRS.

We suggest you begin reviewing and gathering the pertinent information below, BEFORE December 31st, in order to meet the W-2 and ACA deadlines.

### Personal Info

Every employee's name, address, social security number and marital status must be correct for W-2 processing. Taking the time now to review your employees' basic personal information saves precious time later.

We can make it easy to review your employees' personal information in our payroll system,

and create downloadable files for you to view in Excel – on your time, before year-end.



### Covered for Retirement?

Will your employees be covered under a retirement plan on December 31, 2016? It is required information in order to properly complete W-2s, and also available in a download for Excel.

### Year-to-Date Totals

Start by comparing and verifying that your current year-to-date (YTD) totals for employee earnings, taxes, etc. agree with your accounting records.

If totals are off, it's your first indication that an adjustment may be in order. Don't forget about YTD Totals for health insurance paid by employees and employers!

### Adjustments

All adjustments must be processed in the 4th quarter to be included on W-2s. These include, but are not limited to, third-party sick pay, non-cash fringe benefits, excess group life insurance, etc.

Recording your adjustments can be tedious! With our system, adjustments are a snap ... and customer service is always available to assist you with difficult transactions.

### 250+ Employees?

If you had more than 250 W-2s in the prior year, you are required to report employee and employer paid health insurance amounts. Double-checking the YTD totals, and verifying the amounts are correct, is imperative for ACA and W-2 processing.

The **DMPS** system can access both employee and employer health insurance amounts, and accurately reflect those totals in Box 12-DD on Form W-2.

W-2 and ACA form deadlines can be a lot to handle all at once.

**Data Management Payroll Services** can help you break it down into easy-to-handle steps and helps you tackle the tasks ahead.

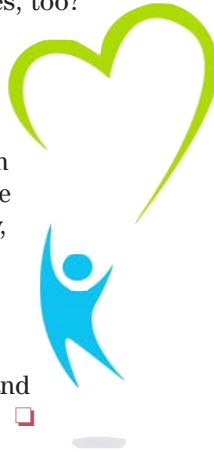
Check out our complete menu of services, and call us today – let's get started, before December 31st. □

## ACA Due Dates Approaching Fast!

**A**ffordable Care Act forms for your employees, too? Depending on the size of your company and health insurance plan, yes! And, the due date for **ACA 1095** forms is approaching fast - due to employees by **January 31, 2017**.

Self-insured and employer sponsored health plans, as well as the number of FTEs (Full-Time Equivalents) will determine which forms, if any, are required to be distributed to your employees.

Let the experts at **DMPS** help you get started! We'll determine which forms your company is required to complete and submit, and to whom! Call us today!



## W-2 Deadlines are Just Around the Corner!

**W**-2 deadlines will be here before you know it. W-2s are due to employees by **January 31, 2017**, AND forms must be filed with the IRS by **January 31, 2017**.

Sign up today and we'll help you make sure your W-2 processing is smooth and accurate. After the last payroll of the year, we'll provide you with the tools you need to process and distribute W-2s on-time! Accurate W-2s are easy with **DM Payroll Services!**



### *Get Prepared for Year-End Ahead of Time with DMPS!*

- ✓ Check Signing & Stuffing
- ✓ Data Transfers
- ✓ Direct Deposit / EFT
- ✓ Employee Earnings Records
- ✓ 401(k) Reporting
- ✓ FOC / Garnishments
- ✓ General Ledger
- ✓ HR – ACA Reporting
- ✓ HR – Applicant Tracking
- ✓ HR – On-Boarding
- ✓ HR – Personnel Records
- ✓ HR – Employee Self-Service
- ✓ Online Payroll Processing
- ✓ Paperless Payroll
- ✓ Payroll Control™
- ✓ Tax Filing
- ✓ Time & Attendance
- ✓ Unemployment Claims
- ✓ Vacation / Sick Accruals
- ✓ W-2 Electronic Filing
- ✓ Workers' Comp Reporting